

Nottinghamshire Centre Website – Members User Guide

Registration

In order to register on the website, you first need to make a request to be added to the Access List (authorised members list). To do this, you should contact the Website & Communications Officer via the email link on the Committee page, confirming your membership number, email address and the date you joined the centre. You will receive an email to confirm that you have been added to the list after which you can click on the 'Register' button and complete your details to gain access to the members' area of the website.

Members Area

Once you have been added to the 'Access List' and you have registered on the website with your details you will have access to the members' area. You will now see that you have another tab on the menu bar 'Account'. If you click on this new tab you will see two items on the drop down menu 'My Account' and 'Photos'.

My Account Functions

In 'My Account' you will see a page that contains an overview of your account. This includes your details and there is an 'edit' button if you need to change any of these. You are also able to change your password by clicking on the 'change password' button.

If you are running any rallies, your status will be changed from 'member' to 'marshal' and the information you need to manage bookings etc. will appear on your account overview. You will be given more access permissions to enable you to access all the information you require to manage the bookings for any rallies you are running.

Booking on a rally – An advantage of being registered on the website is that, once you have input all your details, each time you book on a rally the booking form is auto-populated with your details. So you will only need to add in any additional information specific to that rally

Rally bookings - You will also be able see all your rally bookings – those you have already attended and also future rallies that you have booked on. For future rallies, if you need to cancel your booking for any reason, you can do so on this page by clicking on the 'cancel booking' button for that rally. An email will be sent to the rally marshal to inform them that you have cancelled.

Upload Photographs - For the rallies you have already attended, your account allows you to post up to 5 photographs from that rally. To upload photographs, 'Account', 'My Account' and scroll down to the list of rallies you have attended. Once you have found the rally you wish to add photos to, click on 'Add Photo'. You will need to do this for each photograph you wish to add up to a maximum of 5 photos. All the photographs uploaded for that rally will appear in an album on your account. They will be visible to other members via the 'Photos' tab on the menu bar within the album for that particular rally.

When uploading, each photograph size should be no more than 1MB but the system will issue a warning if the size is too big. When typing a title for your photograph, you should not use any symbols or numbers as only text will can be entered.

Viewing Photographs

Only members who are registered on the website are able to view photographs. Once registered, go to the 'Photos' tab on the menu bar and click to view the gallery for each rally that has photos that you have uploaded as well as the photographs that other members have uploaded from rallies that they have attended.

Should you experience any difficulty accessing any of the functions detailed above or if you require any assistance to navigate the website, please contact the Website and Communications Officer via the email link on the Committee Page.